

# BAXTER



Information packet for new residents to the  
**City of Baxter**

# City Hall Information

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## **City Hall Address**

13190 Memorywood Drive  
PO Box 2626  
Baxter, MN 56425

## **City Hall Phone**

(218) 454-5100

## **City Hall Fax**

(218) 454-5103

## **Police Department – Non-Emergency**

(218) 454-5090

## **Building Code Department**

(218) 454-5113

## **Planning and Zoning Department**

(218) 454-5109

## **Public Works Department**

(218) 454-5115

## **Utility Billing**

(218) 454-5121

## **E-Mail**

[cityhall@baxtermn.gov](mailto:cityhall@baxtermn.gov)

## **Website**

[www.baxtermn.gov](http://www.baxtermn.gov)

## **City Hall Hours**

Monday through Friday  
8:00 am to 4:30 pm

# Telephone Numbers

*This list is meant to be a guide and may not necessarily include all possible companies*

## **Electric Companies** – **Determined by boundaries**

Crow Wing Power (218) 829-2827  
Brainerd Public Utilities (218) 829-8726

## **Natural Gas Companies** – **Determined by boundaries**

Xcel Energy (800) 895-4999  
Centerpoint (800) 245-2377

## **Telephone Companies**

Consolidated Telecomm. (218) 454-1234 Local and Long Distance  
Century Link (855) 766-2050 Local and Long Distance  
McLeod USA (800) 909-3012 Long Distance  
Charter Communications (800) 581-0081 Local and Long Distance

## **Local Newspaper**

Brainerd Dispatch (218) 829-4705  
*(City information and all legal notices are placed in this newspaper)*

## **Garbage Removal Services**

Waste Management (218) 829-4915  
Blue Lakes Disposal (218) 828-4558  
Nisswa Sanitation (218) 963-4758  
Waste Partners (218) 824-8727  
AAA Disposal (218) 546-3161

## **Cable Service**

Century Link (855) 766-2050  
Charter Communications (800) 581-0081  
Consolidated Telecomm. (218) 454-1234

## **Phone Books**

Yellow Book (800) 373-2324  
QwestDex (800) 422-8793

## **Department of Motor Vehicles**

Brainerd license office (218) 855-5169  
Driver's exam office (218) 828-2489

**Brainerd Fire Department** (218) 828-2312

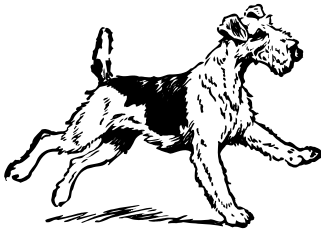


City Council Meetings are held the first and third Tuesdays of each month at 7:00 pm at City Hall

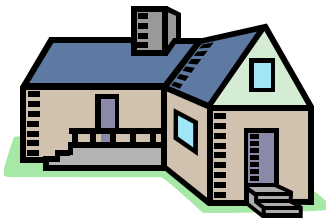
Planning and Zoning Meetings are held the second Tuesday of each month at 6:00 pm at City Hall

Utilities Meetings are held the first Wednesday of each month at 4:00 pm at City Hall

**For a complete schedule of meetings, please see the monthly calendar posted on our website at [www.baxtermn.gov](http://www.baxtermn.gov)**



The City of Baxter requires that all dogs are licensed. The licenses are \$7.00 per dog and need to be renewed each year. They can be obtained at City Hall with proof of a current rabies vaccination. City of Baxter ordinance states that dogs are not allowed to run at large. Contact City Hall or our website for a copy of the ordinance, [www.baxtermn.gov](http://www.baxtermn.gov).



The building department has multiple handouts to help you understand what is required for decks, temporary structures, homes, energy, basements, and much more. If you need to apply for a permit, schedule an inspection, or have questions regarding any building code issue, you can contact the building department staff at (218) 454-5113 or our website [www.baxtermn.gov](http://www.baxtermn.gov)



Voter registration cards are available at City Hall, but need to be mailed to CWC Auditor's.

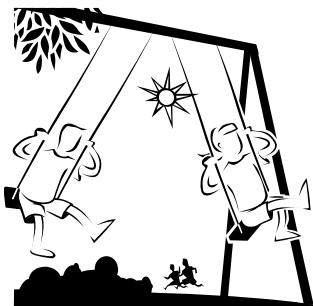
Baxter has 4 voting locations. You will be notified by mail where you are to vote. If you have any questions, please contact Baxter City Hall or the Crow Wing County Auditor's Office at (218) 824-1045.



The City has operated and maintained the Baxter Cemetery since the early 1920's. Cemetery lots are available to Baxter residents at a cost of \$600.00 per gravesite. This fee provides for perpetual care and maintenance. For further information or a copy of the Rules and Regulations please contact the Public Works Department at (218) 454-5115.



For information on Baxter Recreation Programs, contact the Community Education office at (218) 454-6924, or see our website. For information on practices and games being cancelled, contact Community Education or the cancellation line at (218) 829-2900 extension 4126. The Community Education office is located in Forestview Middle School, on Knollwood Dr.



There are 7 Baxter City parks – Oscar Kristofferson Park, Loren Thompson Park, Berrywood Park, Southdale Park, Mississippi River Overlook Park, Riverview Park and Whipple Beach Recreation Area. There are pavilions available for rent at Oscar Kristofferson Park and Loren Thompson Park. Contact City Hall for more information on rental at (218) 454-5100. For more information on the parks, contact the park office at (218) 454-5085 or see our website [www.baxtermn.gov](http://www.baxtermn.gov)



Baxter's public beach area located at Whipple Lake opens in mid-June. Park Attendants are on duty from 11am to 8pm Monday through Saturday and from 12 pm to 8pm on Sundays, weather permitting. Bathrooms are open to 9pm. There is also a picnic area, playground equipment, boat landing, and a fishing pier.



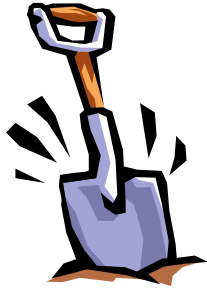
Baxter has a system of 36.39 miles (and growing) of bicycle/pedestrian trails that exist in the City. See Maps on our website for more details.



The purpose of ditches is to hold groundwater until it is able to soak into the ground and regenerate our aquifers. The City of Baxter's storm water policy is *each property* is to hold rainwater and snow, rather than transferring it elsewhere. Filling the ditches creates a loss of storm water storage and will force runoff toward others private yards and storm water flowing in the roadway creates safety problems and may destroy edges of the bituminous roadway as water erodes the edges. Residents who fill in ditches will be required to restore the original ditch or the City will restore it and assess the cost back to the owner. Before doing any type of work in the city's right-of-way, please contact the Public Works Department at (218) 454-5115.



The City of Baxter, in conjunction with Crow Wing County Solid Waste Office and East Side Oil Company, has a public used oil facility located at the former City of Baxter Maintenance Building at 7926 Industrial Park Road. This facility provides a 4,000 gallon underground used oil tank, barrels for oil filters and antifreeze, and signage stating how to use the facility. The used oil is free to drop off and the public is asked to donate a dollar for each gallon of antifreeze and fifty-cents for used filters.

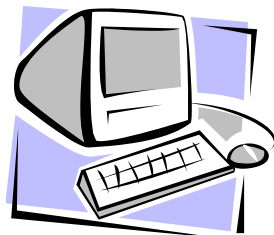


Call before you dig! Gopher State One Call's number is (800) 252-1166. It is also required that you obtain an excavation permit from the City of Baxter when doing any work within the City road right-of-way\*. Contact the Public Works Department at (218) 454-5115 for more information.

\* Average of 33 feet from the center line of road



No person shall start or allow any open burning on any property without first having obtained an open burning permit, except that a permit is not required for any fire which is a recreational/camp fire. A recreational fire is described as a fire set for cooking, warming or ceremonial purposes, which is not more than three feet in diameter by three feet high, and has had the ground five feet from the base of the fire cleared of all combustible material. If there is a burning ban on, no burning will be permitted for open burn, construction burn, or recreational/camp fires. No open burning shall be allowed between the dates of April 1 through May 15 each year. When the ground is "snow covered" with 3" of snow no open burning permit is required. When the ground is not "snow covered" with at least 3" of snow an open burning permit is required. The burning of leaves is only allowed within areas set forth on the "leaf burning map" on our website, [www.baxtermn.gov](http://www.baxtermn.gov) or at City Hall. Burning permits may be obtained through the Brainerd Fire Department on Laurel Street; (218) 828-2312. You may view the Ordinance on our web under government tab, city code, title 4, chapter 3.



Still need more information? Don't forget our website at [www.baxtermn.gov](http://www.baxtermn.gov). It has a lot of information you might find useful. For example, you can find City Council minutes and agendas, maps, community newsletters, monthly meeting calendars, City Ordinances and more.

## City Water & Sewer

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If you are on City water and sewer, you need to read your water meter each month and send in your meter reading with your payment. By reading your meter, you are ensuring that we are billing you for the correct amount of usage, not over or under. The meter is located in your basement or utility room.

You can mail payments to City of Baxter, PO Box 2626, Baxter, MN 56425. You can also pay at City Hall or drop payments in our drop box located outside our front door.

There is a residential summer sewer rate that is calculated by taking the average usage of the 3 winter months of October, November and December and charging that average for sewer during the months of June, July and August. This rate is reflected on the July, August, and September bills.

The City also allows residential customers to purchase a separate water meter for irrigation purposes. You would then be charged the irrigation rate only for this meter.

If you are not yet on City water and sewer, a capital improvement project map is available in our office or on our website, [www.baxtermn.gov](http://www.baxtermn.gov). City Sanitary Sewer & Water Projects will be initiated by the:

- Petition of property owners which requires a minimum of 75% of all landowners' signatures in the project area in order for the city to consider the project. Petitions must be received by December 1<sup>st</sup> to be considered for the next year.
- City Council Action in special cases where the improvement project addresses a critical service need or economic development project.

Contact the Public Works Department for more information (218) 454-5115.